



Notre Dame Institute *for*
ADVANCED STUDY

INSTRUCTIONS FOR REFEREES

An applicant for a Residential Fellowship at the Notre Dame Institute for Advanced Study has identified you as a referee. We ask that your letter provide an understanding of the applicant's ability to contribute intellectually and collegially to a cooperative community of scholars at the NDIAS as well as insight on the intellectual quality of the applicant's research capabilities.

We know that letters of reference take time to craft, and we appreciate your effort as well as your insight and candor in the preparation of this letter. As you prepare your letter of reference, please include your name, title, and institutional affiliation and address your letter to "Dr. Brad S. Gregory, Director of the Notre Dame Institute for Advanced Study." Your letter should be written in English. If this is impossible, we reserve the right to request a translation.

The applicant has been advised to provide you with advance notification about his or her application so that you will have ample time to prepare your letter by the application deadline of September 17. Additionally, the applicant has been asked to share his or her proposal with you so that you may provide an effective letter. After the applicant has added your name and email address to an application, you will receive a note from Interfolio confirming you are willing to write a letter, and, if you accept, you will receive a link to use to submit your letter.

Letters of reference must be received at the NDIAS by 11:59 p.m. (EDT) on Monday, September 17, 2018. We will try to add trailing letters, if they are received by September 24, 2018. Since applications will be sent out for external review the week of September 24, adding letters received after that date cannot be guaranteed. You will receive confirmation from Interfolio that your letter has been uploaded successfully.

Once all letters of reference have been received, applications will be reviewed at several levels, including evaluation by internal and external reviewers and by the NDIAS Fellowship Selection Committee.

If you should have any questions regarding your reference letter, please contact Kristian Olsen, NDIAS Fellowships, Outreach, and Operations Program Manager, at kolsen1@nd.edu.

Requirements for Letters of Reference

- Referees should provide an understanding of the applicant's ability to contribute intellectually and collegially to a cooperative community of scholars at the Institute as well as insight on the intellectual quality of the applicant's research capabilities. Form letters or

letters drafted for other purposes (for example, letters drafted for job applications) are not necessarily supportive of an applicant's qualifications for NDIAS Fellowships.

- Reference letters should be formatted in Microsoft Word or Adobe Acrobat (pdf).
- Reference letters should be written in English. If this is impossible, we reserve the right to request a translation.
- Referees must include their own name, title, and institutional affiliation in their letters.
- Letters of reference should be addressed to “Dr. Brad S. Gregory, Director of the Notre Dame Institute for Advanced Study.”
- Referees must submit their reference letters online via the link they will receive from Interfolio.
- Reference letters must be received at the NDIAS by 11:59 p.m. (EDT) on Monday, September 17, 2018. We will try to add trailing letters, if they are received by September 24, 2018. Since applications will be sent out for external review the week of September 24, adding letters received after that date cannot be guaranteed.
- No more than one reference letter may be submitted from someone at the applicant's home institution.